

SECRET

TOT 1591-59

3 JUN 1969

STATSPEC

MEMORANDUM FOR: Director, [REDACTED]

SUBJECT : Ceiling Controls on Certain Contract Personnel

1. Effective 1 July 1969, the Executive Director-Comptroller has directed that a ceiling on certain contract employees be established and controlled within each directorate.
2. Non-staff employees charged against this ceiling include contract employees (all type A and B) and career agents. Each individual in these categories will constitute a unit charge against ceiling whether he works full time, part time, intermittently, without compensation, is employed on a standby basis, is detailed to another Government agency, or has a contract of short duration.
3. This ceiling will be administered on a Directorate basis. Offices of the Directorate will not be given independent ceilings. Therefore, effective as of this date, Offices should forward new or renewal requests for contract personnel approval (Form 204) to the DDI Planning Staff. The Staff will review each submission in terms of the Office needs and the Directorate's ceiling. If the request is approved, the Planning Staff will then forward the Form 204 to the DDI Administrative Staff for further processing.
4. The number of outstanding contracts with your office as of 2 May 1969 was 31.

[REDACTED]  
EDWARD W. PROCTOR

Acting Deputy Director for Intelligence

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